

Application for Employment: Kingsbridge Town Council

Post applied for: Administrator/Receptionist

Please complete in clearly written or typed black ink continuing on separate sheets where necessary.

1. Personal Details

First name(s):	Last name:
Address:	Daytime telephone:
	Evening telephone:
	Mobile:
Postcode:	Email:

2. Employment History (present or most recent employment)

Name of employer/address:	
Job title:	Salary:
Dates from/to:	
Period of notice/date available to start:	
Key responsibilities:	
Reason for seeking new position/leaving:	

3. Previous employment (please start with the most recent including any unpaid or voluntary work and continue on a separate sheet if necessary)

Job title and brief outline of duties	Name and address of employer	Dates (from/to – month and year)	Reason for leaving

Please give details and an explanation for any gaps in your employment history e.g. raising family or caring

4. Education, training and development

Secondary school/college/university/apprenticeship (please include any current studies and continue on a separate sheet if necessary)

Name of institution	Courses/subjects taken	Qualifications/grade

Details of any relevant learning and development (please include dates and grades) e.g. short courses, first aid, computer skills, work-based NVQ etc. and any current courses (please continue on a separate sheet if necessary)

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Professional/technical membership

Name of professional body	Grade of membership

5. Supporting statement

Please read the Job Description and Person Specification. Using examples, show how your knowledge, skills and experience match each of the essential requirements of the Person Specification and the desirables if possible. Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence (please continue on a separate sheet if necessary).

6. References

Please give details of 2 referees, one of whom should be your most recent employer. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

References may be taken up before an interview or offer of employment unless you request otherwise.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/relationship:	Occupation/relationship:
How long have they known you?	How long have they known you?
I agree to this reference being taken up before an interview or offer of employment being made (please circle): Yes No	I agree to this reference being taken up before an interview or offer of employment being made (please circle): Yes No

7. Declaration

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Council under the Data Protection Act and it will not be disclosed to any person(s) for any other purposes. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

Signature.....

Date.....

Completed application forms must be returned by midday on Tuesday 15 February 2022 to:

The Town Clerk
Kingsbridge Town Council
Quay House
Ilbert Road
Kingsbridge
Devon
TQ7 1DZ